

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website:

ARJAY R. ROSALES

HRMO

Date: June 15, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Professional Regulations Assistant	PRC-DOLEB-PREGA-60-2008	8	Php18,998.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (PRB Secretariat Division)	1. Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters; 2. Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat; 3. Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents; 4. Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; 5. Assists the board secretaries in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs; 6. Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and 7. Performs other related functions.
2	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php15,909.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Research and Statistics Division)	1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations; 2. Designs book covers, journals, and other similar outputs; 3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination; 4. Assists in the formatting of survey questionnaires; 5. Assists in the gathering of data or survey results; 6. Receives request for statistics and other examination results-related information; 7. Assists in the storage and retrieval of records; and 8. Performs other related functions.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 25, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division
(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions);
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; **(for private employees)**
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees);**
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)**; and
12. Medical Declaration Form **(can be downloaded at PRC website)**

KHRISTINE S. LABAO
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.